



COMMERCIAL GENERATOR SUBMITTAL CHECKLIST

The checklist below identifies elements and information necessary for a successful application submittal for a Commercial Mechanical permit.

If you think an item is not applicable to your project, this should be brought to Staff's attention in advance of the submittal. Submittals without all items on this checklist, other than pre-approved exceptions, cannot be accepted at the Counter for further processing and will be returned to the Applicant. The information on this checklist is not meant to be all inclusive and additional materials may be required as the review proceeds.

In most cases, submittals must be made in person. Submittals by mail or email will be accepted only by prior arrangement. The City will not be responsible for material mailed or emailed without prior arrangement.

A completed copy of this Checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

General

- ☐ Completed Building Permit application indicating it is for a Mechanical Permit. The specific scope of work must be indicated on the form.
- ☐ Completed copy of this checklist

- ☐ Copy of current Washington State Contractor's registration when a contractor will be performing the work
- ☐ A scaled Site Plan showing the location of all buildings on the site and the generator location (interior or exterior) with setbacks to the property lines clearly shown. Streets, alleys, easements, fences, gates, and a North Arrow must be shown.
- ☐ If the generator will be located inside the building, provide calculations showing compliance with the manufacturer's installation requirements for ventilation supply, exhaust, engine cooling, and combustion-air openings. Provide scaled interior and exterior elevation views showing the location of the generator, ventilation openings (both supply and exhaust), fuel tank vent(s), and the engine exhaust pipe terminal.
- ☐ Plan and elevation views showing the fuel source, tank size, and location (if applicable), fuel pipe routes with minimum required slope noted), generator refueling station location, and pipe size and materials. Fuel piping to generator must comply with IMC Chapter 13.
- ☐ If located inside the building, specify what level of the building the generator and fuel tank are located in.
- ☐ Manufacturer's data sheets on the generator, fuel tank, refueling station, and other equipment to be used in the installation.

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- ☐ Physical protection of equipment must be detailed on the plans if the generator fuel tank is located outside. (IMC Section 1305.2)
- ☐ Fuel tank manufacturer's UL listing, single wall or double wall, and size. Specify use of all openings for fuel tank.
- ☐ Information on spill control, secondary containment, and drainage.
- ☐ Manufacturer's equipment installation instructions and specifications.
- ☐ Lateral calculations **(2 copies)** are required if the new or replaced equipment weighs over 400 pounds.
- ☐ Structural design calculations prepared by a licensed architect or engineer to verify the adequacy of the structure to support new or heavier replacement equipment.
- ☐ Mechanical plans to include the following: **(2 copies)**
 - ☐ Site Plan
 - ☐ Mechanical Plan
 - ☐ Roof plans (for roof mounted equipment)
 - ☐ Ground mounted equipment plans
- ☐ Permit fees are to be collected at permit issuance

Land Use Submittal Requirements

- ☐ The ventilation openings and engine exhaust pipes, when visible from the street, need to be designed in a manner that will not detract from the building design.
- ☐ Elevation sheet to scale showing height of all equipment (existing and proposed), screening and/or landscaping, and color of screening and equipment..

Fire Department Submittal Requirements

Any type of generator or power system at any location is covered in the Fire Code and NFPA Standards. A Fire Permit and fire inspections are required in addition to the Mechanical Permit.

Common fire code issues associated with generator installation:

- ☐ Class I, II (diesel), and IIIA flammable and combustible liquid fuel systems are covered in IFC Chapters 27 & 34.
- ☐ Venting of fuel tanks must comply with IFC Section 3404 and IMC Section 1305.7.
- ☐ Fuel oil piping systems covered in IFC Chapters 27 & 34.
- ☐ Refueling of Class I, II, and IIIA tanks covered in IFC Section 3404.
- ☐ Emergency and standby power systems covered in IFC Section 604.
- ☐ Fuel fire appliances covered in IFC Section 603.
- ☐ Propane tanks covered in IFC Chapter 38.
- ☐ Fuel capacity driven by the requirements for fire pumps—NFPA 20 Section 9.6.2.2. Also see BCC 23.10, Table 403.(1).
- ☐ Containment requirements are found in IBC 415, IFC Chapter 27, IFC Chapter 34.
- ☐ Emergency and Standby Power Systems—IFC 604.
- ☐ Propane tanks must be located in accordance with IFC Chapter 38.

NOTE: A Fire Department Operational Permit is required before any propane tank can be filled (IFC 105). Exception: R-3 occupancy with tanks of 500 gallons or less.

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Roof Plans *(for rooftop-mounted equipment):*

- ☐ North arrow.
- ☐ Location of mechanical equipment on the rooftop.
- ☐ Dimensions from the mechanical unit(s) to the roof edges.
- ☐ Building elevation(s) showing building height, equipment height, and screen height.

Note: If the equipment extends above the roofline, the rooftop mechanical equipment is required to be screened with screening that is architecturally compatible with the building.

Ground-Mounted Equipment Plans

- ⇒ North arrow
- ⇒ Building footprint and equipment location relative to building and property lines.
- ⇒ Dimensions from the mechanical unit(s) to all property lines and structures.
- ⇒ Location and names of adjacent streets, alleys, or access tracts or easements.